

**MEMORANDUM**

TO: Chairman Rojas and Zoning and Platting Commissioners

FROM: George Adams, Assistant Director
Development Services Department *GA*

DATE: February 26, 2016

SUBJECT: Request for a Postponement of a Staff Briefing

I am writing on behalf of the Development Services and Austin Transportation Departments to request a postponement of a staff briefing on TIAs, Traffic Mitigation, Rough Proportionality, and Transportation Impact Fees currently scheduled for March 1, 2016.

The topics of this briefing cover a wide range of material, are complex and require significant lead time and effort to prepare. This has been further complicated by the recent departure of one of the lead staff working on these initiatives. Newly assigned staff have existing workloads and must get up to speed on the status of the various initiatives. As a result we would like to request more time to prepare for this briefing.

We can be ready to present at either the March 29, 5th Tuesday Land Use Commission Training session or at your April 5, 2016 ZAP meeting. The additional time will allow staff to be fully prepared to present these topics and provide better information for the commission.

Thanks for your consideration and feel free to contact me at (512) 974-2146 if you have questions or concerns.

CC: Gordon Derr, ATD
Annick Beaudet, ATD
Andy Linseisen, DSD